



APPLICATION REQUIREMENTS FOR AMENDING OR CONVEYANCE PLAT

General Information

AMENDING PLAT An Amending Plat legally replaces the Plat or portion of the Plat that it amends, and can be filed to correct an error in real property description on part or all of an officially recorded Plat. Amending Plats can be filed only to correct the errors specifically listed in Section 84-413 of the Unified Development Code. Public hearings are not required. The Amending Plat approval process is the same as the required for Conveyance Plats.

CONVEYANCE PLAT A Conveyance Plat may be used to subdivide land for which no immediate development is planned. Information and application requirements for Conveyance Plats are contained in Section 84-411 of the Unified Development Code. Such plats are considered by the Planning and Zoning Commission (P&Z) and filed at the County, but no development may occur on the land until the ordinary Preliminary and Final Platting procedures have been followed.

1. **Staff Review** The Amending Plat or Conveyance Plat will first be reviewed by City staff on the Development Review Committee (DRC) for compliance with City codes, regulations, and policies. The following items must be submitted to the Planning and Development Department by noon on Monday in order to be distributed in staff meeting the next day. Staff comments will be returned to the applicant the following week after the DRC meeting. All plans submitted shall be folded to approximately 8"x9", with the title on top.

- ☐ Completed application form and check list.
- ☐ Application fee:

Amending / Corrected Plat:	\$225.00
Conveyance Plat:	\$150.00
- ☐ Fifteen (15) 24" X 36" folded and collated copies of the plat document
- ☐ One (1) digital copy of plat document in .pdf format
- ☐ Closure calculations of the boundaries of the property
- ☐ Tax Certificate from Tarrant County.
- ☐ Tax Certificate from Grapevine-Colleyville Independent School District if the property is located north of Bear Creek.
- ☐ Signatures of Utility Company representatives on Franchise Utility Company Approval forms.

2. **Planning and Zoning Commission Review** Staff comments are forwarded to the applicant for preparation of a revised submittal. The revised submittal is again reviewed by the DRC, and if it conforms to the City codes, regulations, and policies (or includes a request for a variance), it is certified as such and placed on the P&Z agenda. Minor Plats are then forwarded to the Director of Planning and Development and the City Engineer for their signatures. All other Plats are placed on the P&Z agenda. The following items must be submitted to the Planning and Development Department as soon as possible for Minor Plats, and for other plats by noon on Monday 8 days prior to the P&Z meeting:

- ☐ Three (3) 24"x36" folded and collated copies of the plat documents
- ☐ Two (2) – 24"x36" mylars (3 if the applicant wants one to be returned)
- ☐ One (1) – 8 ½"x11" reduction
- ☐ One (1) digital file of the plat documents in .pdf format
- ☐ One (1) copy of the Owners Certification, Property Description, and Dedication on 8 ½"x11" or 8 ½"x14" paper

Based on the DRC's recommendation, the P&Z makes the final decision of approval, conditional approval, or denial of the Amending Plat or Conveyance Plat. Approved Plats will be filed by City staff at the County, and one (1) copy of the filed Plat will then be returned to the applicant. **The applicant will be invoiced for any fees charged by Tarrant County for the filing and recording of the plat.**

AMENDING OR CONVEYANCE PLAT APPLICATION

PROPERTY DESCRIPTION:

Proposed Subdivision Name: _____

Blocks and Lots: _____

General Property Location (street name and block number or nearest cross street):

Current Legal Description (abstract and tract number): _____

Acreage: _____ Intended Land Use: _____

Current Zoning (including the number of acres contained within each district): _____

Proposed Zoning (including the number of acres to be contained within each district): _____

Are any modifications to public facilities required with this proposed facility? ☐ Yes ☐ No

PROPOSED BUILDING STATISTICS:

Number of Lots Proposed:

Single Family Lots _____

Duplex Lots _____

Multifamily Lots _____

Commercial Lots _____

Industrial Lots _____

Other (Specify) _____

TOTAL _____

Smallest Lot:

Lot # _____

Lot Size: _____

Largest Lot:

Lot # _____

Lot Size: _____

Average Lot Size:

If Residential:

Number of Units: _____

Acres: _____

Density (Units/Acre): _____

SIGNATURES:

Property Owner/Agent: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Telephone () _____

Fax () _____

Email: _____

Developer: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Telephone () _____

Fax () _____

Email: _____

SIGNATURES:

Design Engineer or Land Planner:

Name: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Telephone () _____

Fax () _____

Email: _____

Surveyor:

Name: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Telephone () _____

Fax () _____

Email: _____

ACKNOWLEDGMENTS

I, the undersigned, being the property owner of record or representing the property owner of record, hereby make application for approval of the attached Plat or Land Plan.

Property Owner's Signature

Date

Property Owner's Name, Printed

OFFICE USE ONLY:

Fee Paid:	Received By:	Date Received:	Case Number:	H.T.E. Number:

INFORMATION TO BE INCLUDED ON ALL PLATS

The Development Review Committee WILL NOT REVIEW any drawings that are missing any applicable check list items. Please mark all that apply and submit signed list with the application. Application will not be accepted unless this list is submitted.

Plat Layout

- ☐ Title Block near lower right corner, appropriate for the type of Plat
- ☐ City approval block
- ☐ Names, addresses, telephone and fax numbers of preparer, applicant, property owner
- ☐ Signature and seal of Plat preparer (on every submittal)
- ☐ North indicator, Graphic scale, Sheet number
- ☐ Vicinity map to scale
- ☐ Boundary of the site, with true bearings to nearest second and distances to nearest hundredth. Exact layout of all arc lengths, radii, deflection angles, chord lengths and bearings, and tangent lengths and bearings.
- ☐ Location, size, and purpose of all easements, including but not limited to utilities, drainage, flowage, and emergency access
- ☐ Additional documentation necessary for the dedication or conveyance of easements or rights of way as required by the City
- ☐ Lot lines with bearings and distances
- ☐ Block and Lot designations
- ☐ Square feet or acreage of each lot in a table or placed on lots
- ☐ Required building setbacks
- ☐ Accurate ties to the abstract and survey corners as required by state survey law (commencing)
- ☐ Location of correct number of property corners to be monumental (see UDC 84-441 section (5) a). Identify in a table the horizontal control data for each monument required. Include vertical control data at Final Plat.
- ☐ Grid bearing and distance to two city control monuments, for at least two corner monuments
- ☐ True bearing and distance to the nearest established streetline that has known and identifiable point (commencing).
- ☐ Special restrictions such as flood way, adjacent minimum finished floor elevations, and perpetual maintenance agreements for floodway and flood plain
- ☐ Outline of all property which is offered for dedication to public use, with purpose indicated
- ☐ Outline of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision or addition.

Notes, Certifications

- ☐ Owner's Certificate and Dedication Form
- ☐ Engineer/Surveyor Attestation Form
- ☐ Impact Fee Table
- ☐ Note that provides rotational and combined scale factors for conversion from surface to city grid and the coordinate system used.
- ☐ Perpetual Maintenance Agreement statements and filing data for offsite Perpetual Maintenance easements and agreements
- ☐ Note stating "Selling a portion of this addition by metes and bounds is a violation of City ordinance and State law and is subject to fines and withholdings of utilities and building permits."

- ☐ If property is located east of Euless Main Street, add an Avigation Easement statement and a note stating "This property is within Aircraft Noise Zone B. All noise sensitive uses will be constructed to achieve a 25 decibel reduction from outside to inside."
- ☐ Entry easements to allow City inspectors to enter the property being platted for the purpose of inspecting the construction of public improvements, if required by staff

Surrounding Property and Street Information (200 feet around subject property)

- ☐ Property lines; existing right of way widths; street intersections, street names, and street center lines.
- ☐ Filing data, owner's name, easements by separate instrument, etc.
- ☐ True bearing and distance to the nearest established street line (commencing)

PLAT PREPARER'S ACKNOWLEDGEMENT:

I prepared this Plat in accordance with the City of Euless Unified Development Code.

Plat Preparer's Signature

Date

Printed Name

Printed Title

CONTACTS

FRANCHISE UTILITY COMPANIES

ONCOR – ELECTRIC

2001 N. Industrial Boulevard
Bedford, Texas 76021
(817)858-2506

AT&T

Sal Espinoza
2513 W.E. Roberts, Second Floor
Grand Prairie, Texas 75051
(972) 660-0066
se2448@att.com

ATMOS ENERGY CORPORATION

Jeff Wylie
800 East Border Street
Arlington, Texas 76010
(817) 303-2902
jeff.wylie@atmosenergy.com

TIME WARNER CABLE

Phillip Gwin
1565 Chenault St.
Dallas, TX 75228
(214)320-5433
(214) 320-7559 fax

Abandoning Easements:
Josh Stewart
(214)320-7544
(214)328-2882
Juan Zapata
(214)320-7404
1565 Chenault St.
Dallas, TX 75228

TAX OFFICES

CITY AND H/E/B SCHOOL DISTRICT

(property located south of Little Bear Creek)
Tarrant County Tax Assessor/Collector
100 E. Weatherford Street
Fort Worth, Texas 76196
(817) 884-1186

GRAPEVINE SCHOOL DISTRICT

(property located north of Little Bear Creek)
Grapevine Tax Office
3072 Mustang Drive
Grapevine, Texas 76051
(817) 481-1242

DEVELOPMENT REVIEW COMMITTEE

Chris Barker, Director of Planning and Development
Stephen Cook, Senior Planner
Kurt Kasson, Building Official
Ron Young, Director of Public Works
David Allen, Geographic Information Services Manager
Paul Smith, Fire Marshal
Mike Collins, Director of Economic Development
Bob Freeman, Assistant Police Chief

(817) 685-1637
(817) 685-1648
(817) 685-1656
(817) 685-1646
(817) 685-1633
(817) 685-1659
(817) 685-1684
(817) 685-1502

**CITY OF EULESS, TEXAS
FRANCHISE UTILITY COMPANY APPROVAL**

Regarding (Addition Name):_____

Utility easements have been provided on the Plat for the above described addition in a manner and location that is sufficient for (Name of Utility Company)_____ to provide adequate service to this development.

Name of Representative

Date

Title

ENGINEER OR SURVEYOR ATTESTATION FORM (REQUIRED ON ALL PLATS)

This is to certify that I, _____, a registered professional engineer/registered public surveyor of the State of Texas, have platted the above subdivision from an actual survey on the ground; and that all lot corners, angle points, and points of curve shall be properly marked on the ground, and that this plat correctly represents that survey made by me.

Plat Preparer's Signature

Date

IMPACT FEE TABLE (REQUIRED ON ALL PLATS)

**CITY OF EULESS
WATER AND WASTEWATER IMPACT FEES**

Meter or Tap Diameter	Living Unit Equivalency Factor	Water Impact Fee	Sewer Impact Fee
5/8" or 3/4"	1.00	\$1,336.97	\$92.25
1	2.5	\$3,342.42	\$191.42
1.5	5.0	\$6,684.83	\$382.84
2	8.0 – 10.0	\$10,695.72	\$612.54
3	16.0 – 24.0	\$32,087.16	\$1,837.62
4	25.0 – 42.0	\$56,152.53	\$3,215.84
6	50.0 – 92.0	\$123,000.78	\$7,044.21
8	80.0 – 160.0	\$213,914.40	\$12,250.80
10	115.0 – 250.0	\$334,241.25	\$19,141.88

Impact fees are based on the size of water meter or tap serving the use.
Impact fees are due at the time of Building Permit application.

**OWNER'S CERTIFICATE AND DEDICATION FORM
FOR INDIVIDUALS**

STATE OF TEXAS, COUNTY OF TARRANT

WHEREAS I (we), _____, am (are) the sole owner (all of the owners) of a tract of land situated in the _____ Survey, County of Tarrant, according to the deed recorded in Volume _____ Page _____, DRTCT, and more particularly described as follows:

(insert legal description)

Now therefore know all men by these presents:

That (Owner's Name) _____, through the undersigned authority, does hereby adopt this plat designating the herein above described property as (Subdivision Name) _____, an addition to the City of Euless, Texas, and does hereby dedicate to the public use forever the streets and alleys shown hereon; and does hereby dedicate the easements shown on the plat for mutual use and accommodation of all public utilities desiring to use, or using same, said dedications being free and clear of all liens and encumbrances, except as shown herein, (Owner's Name) _____, does hereby bind (himself/herself/itself), (his/hers/its) successors and assigns to forever warrant and defend all and singular the above described streets, alleys, easements and rights unto the public against every person whomsoever lawfully claiming or to claim the same or any part thereof. No buildings, fences, trees, shrubs, or other improvements shall be constructed or placed upon, over, or across the easements on said plat. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on any of these easements, and any public utility shall at all times have the right of ingress and egress to and from and upon any of said easements for the purpose of constructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone.

WITNESSED MY HAND THIS _____ DAY OF _____, 20____.

Signature of Owner

Position in Corporation if Applicable

Name of Corporation if Applicable

Lien Holder if Applicable

If there is no lien holder, add the following statement:

To the best of my knowledge there are no liens against this property.

Signature of Owner

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of _____, 20____.

Notary Public, in and for Tarrant County, Texas

My commission expires _____

Printed name: _____

**OWNER'S CERTIFICATE AND DEDICATION FORM
FOR CORPORATIONS**

STATE OF TEXAS, COUNTY OF TARRANT

WHEREAS (Corporation Name)_____, acting by and through the undersigned, its duly authorized agent, is the sole owner of a tract of land situated in the _____ Survey, County of Tarrant, according to the deed recorded in Volume____ Page _____, DRTCT, and more particularly described as follows:

(insert legal description)

Now therefore know all men by these presents:

That (Corporation Name)_____, through the undersigned authority, does hereby adopt this plat designating the herein above described property as (Subdivision Name)_____, an addition to the City of Euless, Texas, and does hereby dedicate to the public use forever the streets and alleys shown hereon; and does hereby dedicate the easements shown on the plat for mutual use and accommodation of all public utilities desiring to use, or using same, said dedications being free and clear of all liens and encumbrances, except as shown herein, (Corporation Name)_____, does hereby bind (himself/herself/itself), (his/hers/its) successors and assigns to forever warrant and defend all and singular the above described streets, alleys, easements and rights unto the public against every person whomsoever lawfully claiming or to claim the same or any part thereof. No buildings, fences, trees, shrubs, or other improvements shall be constructed or placed upon, over, or across the easements on said plat. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on any of these easements, and any public utility shall at all times have the right of ingress and egress to and from and upon any of said easements for the purpose of constructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone.

WITNESSED MY HAND THIS _____ DAY OF _____, 20_____.

Signature of Owner

Position in Corporation if Applicable

Name of Corporation if Applicable

Lien Holder if Applicable

If there is no lien holder, add the following statement:

To the best of my knowledge there are no liens against this property.

Signature of Owner

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of _____, 20_____.

Notary Public, in and for Tarrant County, Texas

My commission expires _____

Printed name: _____

AVIGATION EASEMENT AND RELEASE

STATE OF TEXAS, COUNTY OF TARRANT

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, (Owner's Name) _____, through the adoption of this plat, does hereby grant and convey an Avigation Easement for free and unobstructed passage of aircraft through the airspace above said property, unto the City of Euless, Texas, its successors and assigns, hereinafter called "City", for the use and benefit of the public and its agencies, to have and to hold such Easement, together with all and singular the rights and appurtenances thereto in any wise belonging, and Owner does hereby bind himself, his successors, heirs, executors, and assigns, to forever warrant and defend all and singular the said rights granted herein unto the said City, its successors and assigns, against every person whosoever lawfully claiming or who might hereafter claim the same or any part thereof.

As an appurtenance to this grant, Owner does hereby waive, release, remise, quitclaim, and forever hold harmless the said City, its successors and assigns, from any and all claims for damages of any kind that Owner may now have or hereafter have by reason of the passage of any and all aircraft ("aircraft" being defined as any contrivance now known or hereafter invented, used, or designed for navigation of or flight in the air), by whosoever owned or operated, in the airspace over Owner's property, above a level measured 150 feet from the average ground level of said property as same presently exists, to an infinite height above same. Such release shall include, but not be limited to, any damages to Owner's described property, such as noise, vibration, fumes, dust, fuel and lubricant particles, and all other effects from the operation of aircraft flight over said property, or landing at, or taking off from, or operating at or on the Dallas-Fort Worth International Airport, whether such claim be for injury or death to person or persons or damages to or taking of property.

This release shall be binding upon Owner, his successors, heirs, executors, administrators, and assigns, and shall be a covenant running with the land.

PERPETUAL MAINTENANCE AGREEMENT

THE STATE OF TEXAS §

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF TARRANT §

The following reservations, restrictions, and covenants are imposed on _____ as it abuts, is adjacent to, or is included within the floodplain easements, drainage easements or emergency access easements shown on the plat filed herewith:

1. No commercial building, outbuilding, fence, or other structure shall be erected on said easement except for small ornamental walls, patios, and other landscaping, provided however, these items allowed shall not interfere in any way with the free flow of water in said channel or narrow the existing channel of the stream or interfere with free access by way of the easement for maintenance purposes with written consent of the City Engineer.
2. The Lot owner shall be responsible for the maintenance of his portion of said easement in order to preserve its beauty and to prevent any obstruction, flooding, or erosion. Such maintenance shall include but shall not be limited to the following:
 - a. Mowing grass and preventing the growth of weeds.
 - b. Preventing the growth of trees or permitting other obstructions to the easement which would obstruct free access for maintenance purposes.
 - c. Preventing erosion by corrective construction if necessary.
 - d. Preventing the accumulation of trash and debris in the easement.
3. In addition to other rights of enforcement contained in these restrictions or available by statutes, ordinance, or common law, the Dedicator, his successors and assigns, and all parties claiming title to _____ by, through or under him, shall be taken to hold, agree, and covenant with the Dedicator and his successors and assigns, and with each of them to conform to and observe all restrictions and covenants as to the use and maintenance of said easement and Dedicator or owner or any of the above shall have the right to sue for and obtain an injunction, prohibitive or mandatory, to prevent the breach of or to enforce the observance of the restrictions and covenants above set forth, in addition to the ordinary legal action for damages, and failure of the Dedicator or the owners of an other lot or lots shown to abut said easement to enforce any other restrictions or covenants herein set forth at the time of violation shall in no event be deemed to be a waiver of the right to do so at any time thereafter.
4. In addition to the rights of enforcement given to Dedicator and other Lot owners as set forth in Paragraph 3 above, it specifically provided that the City of Euless may, at its option, bring any action and obtain any remedy to enforce or prevent the breach of said restrictions.

5. It is specifically provided that the Dedicator, his successors and assigns, other Lot owners and the City of Euless as provided above, shall have the right to recover

their attorney's fees, court costs, and expenses incurred in any suit to enforce or prevent the breach of any covenant or restriction applicable to said easement.

6. In addition to the remedies above provided, the City of Euless may, at its option, thirty days after written notices to a lot owner, enter the easement and perform the necessary maintenance repair and charge the lot owner or owners the pro-rata cost thereof. Said charges shall be a lien on the abutting lot or lots inferior only to prior recorded liens on said lot or lots.

TO HAVE AND TO HOLD the above-described Perpetual Maintenance Agreement in and to said premises with the right of ingress and egress thereto, together with all and singular the usual rights thereto in any wise belonging, unto the said City of Euless, Texas, and its successors and assigns forever, and I do hereby bind myself, my heirs, executors and administrators to warrant and forever defend, all and singular, the said premises unto the said City of Euless, Texas, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

IN WITNESS WHEREOF, this instrument is executed this _____ day of _____, 20____.

THE STATE OF TEXAS

COUNTY OF TARRANT

This instrument was acknowledged before me by the said _____, on this _____ day of _____, 20____.

Notary Public, STATE OF TEXAS

TITLE BLOCK FOR AMENDING PLATS:

AMENDING PLAT *Case Number*
Containing *Blocks, Lots*
Addition Name
as previously filed in Volume _____, Page _____, Tarrant County Plat Records, and being part
of the _____ Survey, Abstract No. _____, City of Euless, Tarrant County, Texas.
Date of Preparation, with space for revision dates
THIS PLAT FILED IN CABINET _____ SLIDE _____ ON DATE _____.

The Sole Purpose of This Plat is to:
(insert selection from Unified Development Guide 84-413 (a)(1-10))

TITLE BLOCK FOR CONVEYANCE PLATS:

CONVEYANCE PLAT *Case Number*
Addition Name
_____ Lots located on _____ Acres of Land out of the
Survey Name, Abstract Number, Tract Numbers
City of Euless, Tarrant County, Texas
Date of Preparation, with space for revision dates
THIS PLAT FILED IN CABINET _____ SLIDE _____ ON DATE _____.

CITY APPROVAL BLOCK FOR MAJOR SUBDIVISION FINAL PLATS, REPLATS, OR AMENDING PLATS:

The City of Euless Planning and Zoning Commission, being the municipal authority responsible for approving plats, approved this plat on the date specified below and authorizes it to be recorded in the Plat Records of Tarrant County, Texas.

Chairman, Euless Planning and Zoning Commission

Date of P&Z Approval

CITY APPROVAL BLOCK FOR MINOR SUBDIVISION FINAL PLATS, REPLATS, OR AMENDING PLATS:

The City of Euless Planning and Zoning Commission, being the municipal authority responsible for approving plats, has delegated approval of Minor Subdivision Plats to the Director of Planning and Development and the City Engineer, and by virtue of their signatures below hereby authorizes this Plat to be recorded in the Plat Records of Tarrant County, Texas.

Director of Planning and Development

Date of Approval

PREFERRED LOCATION

24"x36" Sheet

- Vicinity Map (scalable)
- North Arrow
- Graphic Scale
- All Notes
- Architect/Engineer/Surveyor Seals & Signatures
- Owner/Developer/Plan Preparer Information

City Approval Block

Title Block

ALTERNATE LOCATION

24"X36" Sheet

- | | | |
|---------------------------|---|-----------------------------------|
| • Vicinity Map (Scalable) | • All Notes | • Owner/Developer/
Information |
| • North Arrow | • Architect/Engineer/
Surveyor Seals & | |
| • Graphic Scale | Signatures | |

City Approval Block

Title Block